
Committed to our clients living with dignity by delivering quality programs, housing and supportive services

COMMUNITY COORDINATOR - OUTREACH

Full Time, Permanent

Guelph Independent Living is a premier Community organization serving people where they live; we are committed to our clients living with dignity by delivering quality programs, housing and supportive services.

Why Join our team:

- Flexible scheduling, work from home opportunities
- Rewarding and impactful work, ensuring clients within the community receive care
- Competitive compensation
- Group RRSP program, including Employer matching after length of service
- Wellness matters to us, and our Employee Assistance Program is free and confidential for all employees and family members. Services include, but are not limited to, counselling (individual, family, children, couples, credit), wellness promotion, financial literacy programs and assorted therapies as needed
- Continuous learning and professional development opportunities
- 2 to 6 weeks vacation dependent on seniority
- Employee incentives (giveaways, contests & more)
- Supportive team environment

Responsibilities:

The Outreach Program Coordinator is responsible for the daily supervision, delivery and evaluation of client programs and services. This includes scheduling, personnel management, financial management, administration and health and safety. They are also responsible for the day-to-day supervision of all direct reports and for notifying the Program Manager of any client or staff issues or concerns that can't be resolved in a timely manner or that are considered critical.

Supervision:

- Supervising staff, scheduling staff, providing orientation, assigning work, conducting performance appraisals, directing the training and development of staff and assisting with disciplinary actions.
- Investigate incidents and injuries.
- Monitors safe work practices, participates in Return to Work (RTW) practices and supports, contributes and commits to RTW activities.
- Processes payroll information and approves vacation requests.
- Monitors the scheduling and delivery of services to ensure standards are achieved, health and safety practices are complied with, and policies are followed.

Client Services:

- Develops client service plans and implements new service agreements.
- Responds to client communications and follows up to ensure client satisfaction.
- Participates in functional assessments of clients.

Qualifications:

- 4-5 years' experience in personnel management, including training, supervision, discipline and evaluation
- Exceptional communication, interpersonal and writing skills
- Knowledge of the service needs of adults with disabilities and seniors
- Knowledge of the Occupational Health and Safety Act and Supervisor responsibilities
- Thorough knowledge of all applicable legislation
- Knowledge of budgeting and payroll processes
- Excellent computer skills including knowledge of Word and Excel, Microsoft 365
- Valid driver's license and vehicle are required

The position is 35 hours per week, (plus 1 hour unpaid lunch daily)

The Coordinator will also participate in a rotating on-call schedule

Salary: \$57,657.60 annually to start. Subject to increases after probation and annually thereafter. Eligible for benefits after a successful probationary period.

Start Date: ASAP

Applications will be received until the position is filled.

Guelph Independent Living is an equal opportunity employer. Accommodation is available upon request for applicants with disabilities in the recruitment and assessment process and when hired.

Please apply for this position by following this link:

<https://gil.prevueaps.com/jobs/>